

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 99-046

TO: Charter School Administrators, Business Managers and Special Education Coordinators

FROM: Lyle Friesen
Director of School Finance

DATE: February 22, 1999

SUBJECT: FY 1998-99 December 1st Final Special Education Census

Enclosed are your final reports for the December 1st Special Education Census. **These reports are for December 1 data only.** This count has two purposes:

- **FEDERAL FUNDING** - The Student Count on December 1 is used to determine the amount of Federal Part B IDEA entitlement dollars distributed to the state and allocated to Charter Schools. This count requires reporting all students who are receiving special education services on December 1 of the reporting year. Once these figures have been reported to the federal government, *no upward revisions can be made either by the districts or by the state.*
- **STATE FUNDING** - The Add-on weight (previously known as 'Group B') is calculated for the 40th day with an "as of" date of October 31. If a student withdraws before December 1, he/she will be counted up to his/her withdrawal date.

Following is a summary of the enclosed reports:

- **SPED 04, Master File.**
District of Residence: This report is a printout of your master file by *District of Residence*. All students who were reported should be on this report. If there are any corrections that need to be made to this report, submit the information on a white census form (SPED01-B). For proper correction procedures, refer to the instructions.
- **SPED 08, Category/Age/Sex Report.**
District of Residence: This report is an unduplicated count of the number of students by Category, Age and Sex by *District of Residence*. This is the count used for reporting to the United States Department of Education for generating your federal funds. The students are counted in the category with the highest weight. If a student is on the census in more than one category, they are only on this report once. It is a count of students who are on the census on December 1. If a student withdrew before December 1, they are not eligible for federal money.

- **SPED 16, ADM Counts.**
District of Residence: These reports show monthly and YTD ADM by Category by *District of Residence*. One report calculates ADM for **all** special education student counts, while the other report calculates ADM for only those students with categories and Service Types eligible for State Aid. The State Aid ADMs are then used in the SPED 28.
- **SPED 22, Birthdate Exception Listing.**
This report tells you of any two student ID numbers who have the same birthdate. This report is alright if you have twins who have the same birthdate and have different ID numbers. If you have reported the same student with different ID numbers, you need to delete one of the ID's.
- **SPED 28, Student Counts For Use In Budget Preparation.**
This report shows the ADM figures used to prepare your payment. This report will not be accurate until your Master File and SPED 16 are correct.

If you find any errors on the census for your December 1 count, please submit the necessary corrections as soon as possible. This includes adding students who were “overlooked”, or deleting students “someone” forgot to report as never showing up or withdrawing students who left but were not withdrawn from the census. The February data is being processed so if you have submitted it, you will be receiving confirmation soon.

If you have any questions regarding the above reports, please contact Tom Lowe at (602) 542-8244; email tlowe@mail1.ade.state.az.us .